

# SYSTEM ACCESS CODES

The DCS telephone system has the following pre-set (default) feature access codes. These codes can be used if a key is not available for the feature you want to use. Standard telephone users must always dial these codes.

9	Call attendant or system operator	54+zone	Meet Me Page
10 + xxx	Retrieve parked calls	55 + 0	Page all internal zones
11	Put calls on and take calls off hold	55 + 1	Page internal zone 1
		55 + 2	Page internal zone 2
		55 + 3	Page internal zone 3
12 +xxx	Retrieve calls on hold at another station	55 + 4	Page internal zone 4
		55 + 5	Page external zone 1
13	Door lock release	55 + 6	Page external zone 2
16 + xxx	Make speed dial calls	55 + 7	Page external zone 3
17	Save number and redial it	55 + 8	Page external zone 4
18	Recall dial tone for new call	55 + 9	Page all external zones
19	Last number redial	55 + *	All Page
2xx	Extension numbers	56	Meet Me Answer
3xx	Extension numbers	57	Alarm sensor clear
400	Cancel Do not Disturb	58	DISA alarm clear
401	Set Do Not Disturb	59	Walking class of service
41	Set Message No Ring	600	Cancel all call forwarding
42 + xxx	Cancel message	601 + xxx	Set Forward All Calls
43	Set/return messages	602 + xxx	Set Forward Busy
44	Busy station/line callback	603 + xxx	Set Forward No Ans
45	Busy station camp-on	604 + xxx	Set Fwd Busy/No Ans
46	Set up a conference	605 + xxx	Set Fwd Follow me
47	Enter account code	65	Directed call pickup
48	Set programmed station message	66	Group call pickup
		67	Universal Answer
49	Send flash to outside line	681	Voice Dialler
500	Station hunt group	682	Voice Dialler Record
to		7xx	Individual line numbers
529	Station hunt group	8x	Line groups
53+grp+0	Out of group	0	Line group 0 (Local)
53+grp+1	In group		

Where xxx is a line, extension or group number

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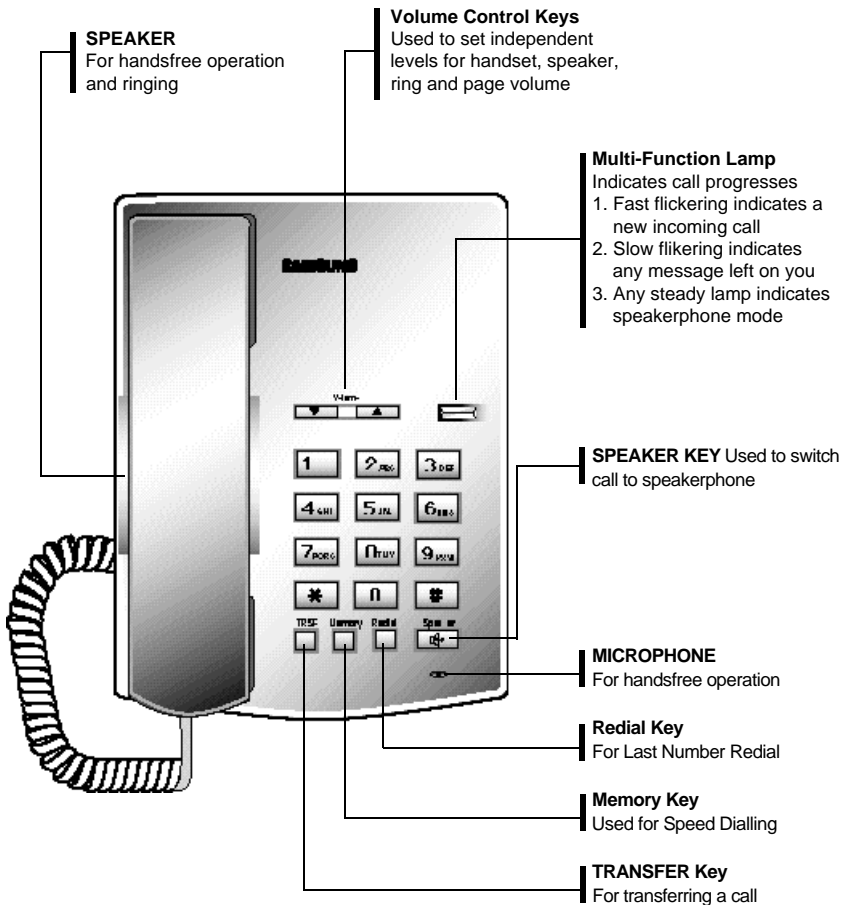
# **QUICK REFERENCE GUIDE**

**SAMSUNG**

**DS-2100B**

**AUGUST 1998**

# DS-2100B Layout



# THINGS YOU SHOULD KNOW

## USER ORIENTATION

The system automatically numbers the various system resources as follows:

System Extensions	201, 202, 203,.....etc
Outside Lines	701, 702, 703.....etc
Station Groups	500 -529

These are the normal setting however your Samsung Communication Specialist may have changed the system to meet your Company's specific requirements. Please see your System Administrator.

## SPEAKERPHONE

Pressing the **Speaker** key will answer or release a call on the speaker phone.

Switching from the handset to the speaker phone is easy. Press the **Speaker** key and hang up the handset.

The Multi-Function Lamp will steady on when you are using speaker phone.

# OUTSIDE CALLS

## MAKING AN OUTSIDE CALL

- Lift the handset or press the **Speaker** key and dial the outside line access code
- Dial the telephone number
- Finish the call by replacing the handset or pressing the **Speaker** key.

## ANSWERING AN OUTSIDE CALL

- Lift handset and you are automatically connected to the ringing call  
**OR**
- Press the **Speaker** key to answer on the speakerphone.

# SENDING A FLASH

While on an outside call, press the **TRSF** and dial **49** to send a flash to the telephone company.

# BUSY LINE QUEUING WITH CALL-BACK

If you receive busy signal when you are selecting outside line,

- Dial **44** and you will hear confirmation tone.
- When the line becomes free the system will call you back.
- Lift the handset or press **Speaker** key to answer.

# INTERCOM CALL

## MAKING A CALL

- Dial the extension number or group number.
- Wait for the party to answer. If you hear a brief tone burst instead of ringback tone, the station you called is set for Voice announce or Auto answer. Begin speaking immediately after the tone.
- Finish the call by replacing handset or press **Speaker** key.

## ANSWERING INTERCOM CALLS

- Lift the handset **-OR-** press the **Speaker** key.
- To finish the call, replace the handset or press the **Speaker** key.

## BUSY STATION CALLBACK

When you call another station and receive a busy signal:

- Dial **44** and you will hear confirmation tone.
- When the busy station becomes free, your keyset will ring.
- Lift the handset or press **Speaker** key to call the now idle station.

## BUSY STATION CAMP-ON

When you call another station and receive a busy signal:

- Dial **45**
- The called station will receive off-hook ring tone.
- Wait for the called party to answer.

## CALLING YOUR SYSTEM OPERATOR

- Dial **9** to call your system operator.

# CALL PROCESSING

## RETRIEVING CALLS HELD AT ANOTHER STATION

When a line is on hold and it does not appear on your keyset,

- Dial 12 plus the line number or the extension number of the station that placed the call on hold.

## TRANSFERRING CALLS

- Press the **TRSF** key and dial an extension number or group number.
- Hang up when you hear ringing  
**OR**
- Wait for the called party to answer, announce the call and then hang up.
- To return to outside party, press **TRSF**.

## TRANSFER WITH CAMP-ON

- Transfer the call as per the above
- After hearing the busy signal just hang up
- The call will recall to your station if not answered within the specified time.

## CONFERENCE CALLS

While engaged in a conversation,

- Dial **TRSF 46** and receive conference tone.
- Make another call, either intercom or outside, press **TRSF** key and receive conference tone.
- Make another call or press the **TRSF** key to join all parties.
- Repeat last step until all parties are added.

## STATION CALL PICKUP

To pick up (answer) a call ringing at another station:

- Lift your handset and dial **65** plus the extension number of the ringing phone.

# GROUP CALL PICKUP

To pick up (answer) a call ringing in any pickup group,

- Lift your handset and dial **66** plus the desired group number **01-20**

## DIALLING FEATURES

### SPEED DIALLING

- Press the **Memory** key or dial **16**.
- Dial the desired speed dial number location.
- The telephone number is automatically dialled for you.

### PROGRAMMING PERSONAL SPEED DIAL NUMBERS

To store telephone numbers in your personal speed dial list.

- While on-hook, press **TRSF** and then dial **105** .
- Dial a speed dial number (**00-49**).
- Dial a line or line group access code .
- Dial the telephone number to be stored (18 digits maximum). It can include #, ✱.
- Press **TRSF** to store number.

### LAST NUMBER REDIAL

- Press the **Redial** key or dial **19**.

## PAGING AND MESSAGING

### MAKING A PAGE CALL

To make an announcement through the keyset and/or external speakers:

- Lift the handset and dial **55**.
- Dial the desired zone number **1, 2, 3** or **4**, for internal zones

OR

- **5, 6, 7** or **8** for external zones

OR

- Dial **0** to page all internal zones, **9** for all external zones or **★** for all.
- After the attention tone, make your announcement.

## SETTING A MESSAGE INDICATION

To leave a message at another station or station group when no one answers or you receive a busy signal:

- Dial **43** and receive confirmation tone.
- Hang up.  
(The Multi-Function lamp on the called station or on all of the stations in the group will flicker slowly.)

NOTE: A station can have up to five message indications.

## CANCELLING MESSAGES

To cancel a message indication that you left at another station:

- Dial **42** plus the extension number of the station at which you left a message.

To cancel all message indications left at your keyset:

- Dial **42** plus your extension. The Multi-Function lamp will go out.

## RETURNING MESSAGES

- Dial **43**.
- Repeat until all messages have been returned.

# CUSTOMISING YOUR KEYSET

## SELECT RING TONE

Each keyset user can select any one of eight ring frequencies:

- While on-hook, press **TRSF** followed by **111**.
- Dial **1-8** or press the **UP** and **DOWN** keys to hear each tone.
- Press **TRSF** to store setting.